

## **JOB DESCRIPTION**

**JOB TITLE:** Accountant

**GRADE:** 14

**JOB CODE:** 1302

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under general direction of the Director of the local health department or the Finance Administrator, is responsible for performing professional accounting work.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Prepares and supervises preparation of the budget for the department.

Performs accounting work involved in administration of the budget.

Develops policies and methods of operations for fiscal control. Writes and sets up accounting procedure, records and controls.

Reviews financial statements and advises the director as to the availability and balance of funds.

Supervises the keeping of administrative accounts and records.

Gives technical advice on accounting matters to the director.

Processes and maintains a record of purchases of supplies, equipment and services for the department.

Initiates, approves or reconciles transactions with depository banks.

Supervises the billing and collection of monies received for health services rendered.

Writes checks necessary for the disbursement of funds.

May supervise accounting and related clerical personnel.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of relative autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May supervise account clerks and other staff in accounting/bookkeeping methods, billings, accounts receivable.

**JOB TITLE:** Accountant (continued)

**JOB CODE:** 1302

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Comprehensive knowledge of modern accounting theories and practices. Knowledge of governmental accounting.

Ability to design and install accounting systems and ability to analyze accounting data and financial statements.

Ability to meet and deal successfully with the public

Initiative, resourcefulness, integrity, thoroughness, accuracy and administrative ability

**Minimum Education, Training, and Experience Requirements:** Bachelors degree from an accredited college or university with a major in accounting, business administration, or public administration.

No experience required

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**